SIKKIM

GOVERNMENT GAZETTE

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GOVERNMENT OF SIKKIM
SOCIAL JUSTICE, EMPOWERMENT AND WELFARE DEPARTMENT
(WOMEN AND CHILD DEVELOPMENT DIVISION)
GANGTOK

No. 3/SJE&WD/WD **Dated: 2.2.2011**

NOTIFICATION

The State Government is hereby pleased to prescribe the following guidelines that needed to be followed by the Non-Governmental organizations for applying for Grant-in-Aid from the Government of Sikkim, namely;-

1. The Non-Governmental Organization should:-
   - (i) be registered under the Notification No. 2602 A/H dated 25th March, 1960 or Sikkim Regulation of Societies Association and other Voluntary Organization Act 2008;
   - (ii) have worked actively for at least two years (2) at the time of applying for Grant-in-Aid;
   - (iii) have the following characteristic namely:-
     - a) no objection certificate from the relevant Department;
     - b) it should have a properly constituted managing body with its powers, functions and responsibility clearly defined and laid down in writing;
     - c) it should have the required resources, infrastructure and trained personnel in the field that they have undertaken;
     - d) it should not be run for profit to any individual or to a body of individuals;
     - e) it should have a Bond/joint account of the members of the managing committee;
     - f) it should not be discriminatory in nature;
     - g) it should have at least existed for two (2) years.

2. Enclosures for continuing projects and new projects: The following documents are required for new projects and projects required to be renewed, namely:-
   - (i) renewal certificate if applicable;
   - (ii) budget estimates for the financial year for which the Grant-in-Aid is required (both recurring and non recurring items) to be submitted to the department of Social Justice, Empowerment and Welfare Department latest by March of the current financial year;

(iii) audited accounts for the previous years indicating the expenditure incurred on each sanctioned item vis-à-vis the grant sanctioned;

(iv) receipts and payments statement, income and expenditure statement;

(v) annual audited Report/copy of annual activities of the previous two years;

(vi) audited Utilization Certificate with item wise expenditure;

(vii) Memorandum of Understanding/Trust deed including Rules and Regulations/byelaws;

(viii) details of staff employed;

(ix) details of gender wise beneficiaries being benefited by the said Non-Governmental Organization;

(x) details of office bearers and the members of the managing committee;

(xi) details of joint account no/indemnity bond structure;

(xii) schemes specific guidelines to be followed.

3. Inspection and Monitoring by the Department

(1) The accounts of the said Non-Governmental Organization receiving grants shall always be open to check by an officer of the Social Justice, Empowerment and Welfare Department or any of the members of the Inspection and Monitoring Committee of the Social Justice, Empowerment and Welfare Department.

(2) The Non-Governmental Organization receiving Grant-in-Aid should submit periodic reports to the State Government as the case may be.

(3) Other specific requirement under the various schemes of the State Government

By order and in the name of the Governor.

Secretary
Social Justice, Empowerment & Welfare Department.